

It is expected that a Quorum of the Board of Public Works, Park Board, Administration Committee, and/or Common Council may attend this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA  
LANDMARKS COMMISSION  
Conference Room – 1<sup>st</sup> Floor City Hall  
140 Main Street, Menasha**

**November 10, 2010**

**4:30 PM**

**AMENDED AGENDA**

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Minutes of the October 13, 2010 Landmarks Commission Meeting](#)

D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA OR ANY ITEM RELATED TO THE LANDMARKS RESPONSIBILITIES OF THE LANDMARKS COMMISSION

Five (5) minute time limit for each person

E. COMMUNICATIONS

- 1.

F. ACTION ITEMS

1. Outdoor Alcohol Service – 56 Racine Street – Club Tavern
2. [Signage Consideration – 5 Main Street – Bits & Bytes](#)

G. DISCUSSION

1. Landmarks Commission Recognition/Awards
2. Landmarks Commission Guidebook Distribution
3. Façade Improvement Program Grant/Loan Balance
4. Future Landmarks Commission Activities/Projects

H. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA

Five (5) minute time limit for each person

I. ADJOURNMENT

*If you are not able to attend this meeting, please contact the  
Community Development Department no later than the Monday prior to the meeting.*

Menasha is committed to its diverse population. Our Non-English speaking population or those with disabilities are invited to contact the Community Development Department at 967-3650 at least 24-hours in advance of the meeting so special accommodations can be made.

**CITY OF MENASHA**  
**Landmarks Commission**  
**Council Chambers, City Hall – 140 Main Street**  
October 13, 2010  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

Meeting called to order by Chairman Joe Weidert at 4:35 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

LANDMARKS MEMBERS PRESENT: Alderman Eric Hendricks, Commissioners Bernie Zimmerman, Mary Nebel, Tom Grade, Joe Weidert and Kristi Lynch

LANDMARKS MEMBERS EXCUSED: None

OTHERS PRESENT: CDD Keil, Steve Szymanski and Alan Hoff

**C. MINTUES TO APPROVE**

1. **Minutes of the September 8, 2010 Landmarks Commission Meeting**

Moved by Comm. Zimmerman, seconded by Comm. Grade to approve the minutes of the September 8, 2010 Landmarks Commission meeting.

The motion carried.

**D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA OR ANY ITEM RELATED TO THE RESPONSIBILITES OF THE LANDMARKS COMMISSION**

1. No one spoke.

**E. COMMUNICATIONS**

1. **None**

**F. ACTION ITEMS**

1. **Outdoor Alcohol Service – 56 Racine Street – Club Tavern**

Steve Szymanski described the proposal to establish an outdoor alcohol service area in the alcove between 56 Racine Street and 240 Main Street. CDD Keil stated that the current proposal is not feasible because it is prohibited to have an open intoxicant on public sidewalk.

Commissioners discussed:

- ADA Requirements as they relate to ingress/egress.
- Other options for accommodating outdoor service.

CDD Keil is to contact the State Historical Society regarding accessibility requirements for historic buildings and is to obtain further information from the Building Inspector regarding other options.

2. **Window Alterations – 240 Main Street – Club Liquor**

Alan Hoff described the need to protect deteriorating wood window frames. He is proposing to wrap them with formed brown aluminum roll stock.

Commissioners discussed:

- The placement and type of existing windows/storm windows.
- Adding detail to the window frames.

Motion by Comm. Zimmerman to approve the proposed window alterations at 240 Main Stree, seconded by Comm. Grade. The motion carried.

**G. DISCUSSION ITEMS**

1. **Filling Vacancy of Open Landmarks Commissioner Position**

CDD Keil stated that Mayor Merkes has identified several prospects and is following up with them.

2. **Landmarks Commission Recognition/Awards**

CDD stated that he had obtained quotes from vendors for the plaque. It would be under \$400. Some adjustments will need to be made to the type font to fit with the 7" x 9" format. He is to work with Chairman Weidert to make the necessary adjustments.

3. **Landmarks Commission Guidebook Distribution**

Chairman Weidert stated that the guidebook is at the printer, and should be completed shortly. It was the consensus of the commissioner's that they would personally deliver a copy of the guidebook to businesses within the historic districts.

**H. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA**

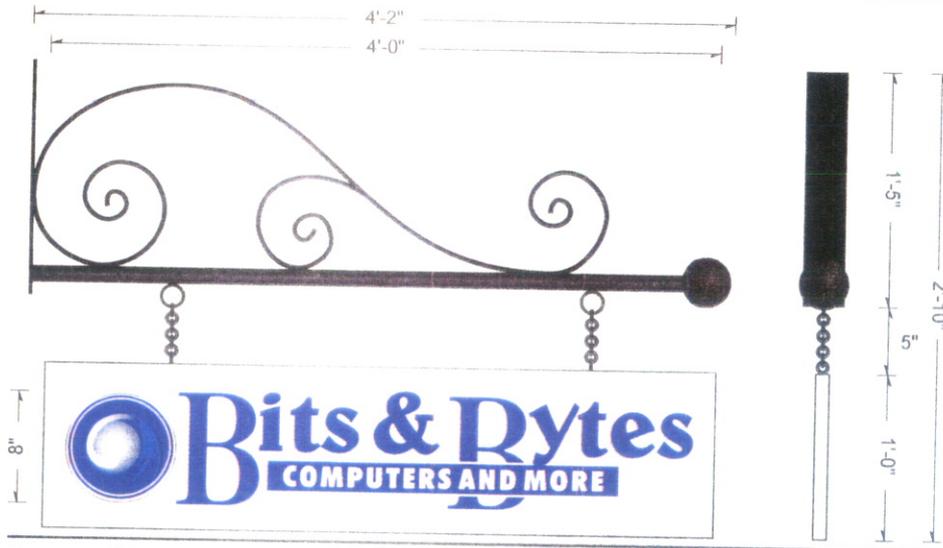
1. Comm. Nebel commented on the need to complete the application forms adopted by the Landmarks Commission.

**I. ADJOURNMENT**

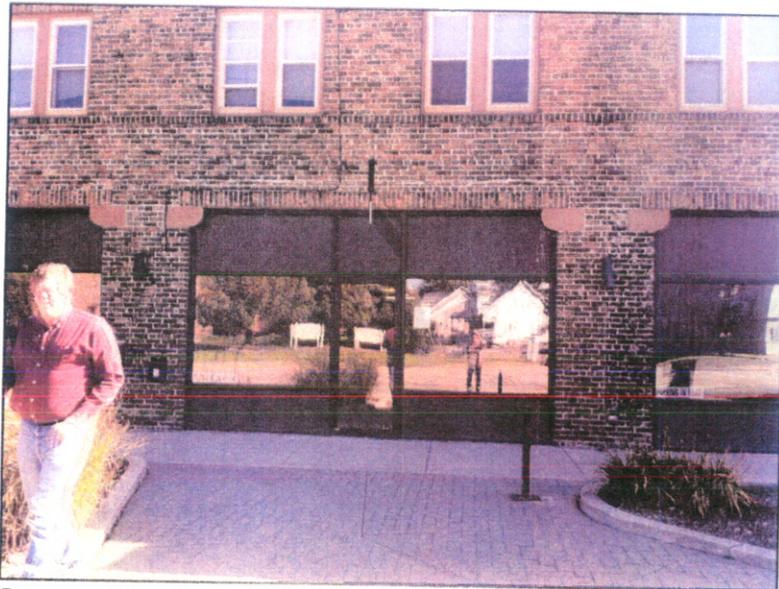
Moved by Ald. Benner, seconded by Comm. Lynch to adjourn at 4:18 PM.

The motion carried.

*Respectfully submitted by Greg Keil, CDD.*



Proposed Non-Illuminated Double Faced Hanging Sign: Not to Scale



Proposed Conditions: Not To Scale



305 Van Dyke Street  
Wrightstown, WI 54180  
(920) 532-0323

File Name:

10-5-10 Front Sign

Designed By:

TK

Date Project Completed:

Fonts Used:

# City of Menasha Sign Permit Application

Date: 10-1-10 \$75<sup>00</sup>

Name of Business: BITS & BYTES Phone: 920 558 4329  
Contact Person: MATT HOEHN S Fax: \_\_\_\_\_  
Site Address: 512 E ST  
Menasha

Applicant: SIENS & SONS Phone: 532 0323  
Contact Person: MARK STACIE Fax: 532 3895  
Address: 305 VAN DYKE  
WRIGHTSTOWN WI 54180

Parcel #: \_\_\_\_\_ Zoning: \_\_\_\_\_

Type of Sign:  wall-mounted  
 pole-mounted  
 monument  
 projecting  
 other \_\_\_\_\_

Setback:  front yard  
 side yard  
 rear yard

Height: \_\_\_\_\_ ft.

Dimensions: 1' x 4'  
4' sq. ft. (per face)

Illumination:  none  
 internal  
 external

Linear Feet of Building Exposure: 18'

Corner Lot:  yes  
 no

Sign Construction/Material: ALUM FACES, 1X2 INTERNAL  
FRAME - STEEL 188WAWR BRACKET

**Site Plan Submittal:** A site plan drawn to scale showing the location of the proposed signage on the lot with reference to building exposure, lot lines, and street right-of-way shall be submitted with this application. Such plan shall also include a photograph, drawing, or sketch depicting the letters, symbols, colors, etc. to be incorporated on the proposed signage. All signs shall be installed in conformance with the approved site plan.

Signature: [Handwritten Signature]

Office Use Only

Date Issued: \_\_\_\_\_ Approved By: \_\_\_\_\_  
Fee: \$ 75 Check #: 3450  
Comments: \_\_\_\_\_